

Supporting Statement for Renewal of Paperwork Reduction Act Submission

**Sign-On Form:
Partnership for Family Involvement in Education**

**Office of Intergovernmental and Interagency Affairs
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-3510**

Draft: April 4, 2001

Section A. Justification

A.1. Importance of Information

The Partnership for Family Involvement in Education (PFIE or the Partnership) is a voluntary national partnership organization encouraging involvement in education that was launched in September 1994. Since then, 7,200 schools, national education organizations (such as the National PTA), community organizations (such as the Boys and Girls Clubs of America), employers (such as John Hancock), and faith organizations including 75 percent of religiously-affiliated Americans, have signed on to PFIE.

PFIE

Education partnerships are vital to the improvement of education in the United States. Through signed pledges, partners commit to participating in activities to improve learning, specifically:

- **Family-School Partners commit to:** strengthening schools through home and school activities, such as asking for challenging coursework for children, raising families' expectations for their children's education, and reaching out to community and family members as partners.
- **Employers commit to:** adopting family- and student-friendly business practices, such as providing leave time for employees to attend parent conferences or volunteer in schools, mentor, and providing parent training and child care.
- **Community Organizations commit to:** supporting learning by making streets safe for children, promoting reading programs, and organizing before- and after-school and summer activities.
- **Religious Organizations for Learning commit to:** aiding learning by sponsoring parent education and cultural programs, providing space for organized activities, and supporting out-of school learning.

The sign-on form (Appendix A) contains space for the names of the organization's principals and for reporting basic contact information to ED. Sign-on forms are available from a multitude of places (such as ED's Internet website, by telephoning ED's toll-free information number 1-800-USA-LEARN, and the PFIE website), and sign-on forms can be submitted to ED via the Internet, e-mail, fax, or regular mail. Membership and contact information received by ED is entered into an electronic database.

The U.S. Department of Education (ED) supports PFIE by maintaining the database of partners, by sending information to PFIE, by publicizing activities of members, by developing new materials and initiatives, and by sponsoring events to support family and community involvement in

education. Note that partners receive membership certificates from ED but do not receive monetary support. Decisions about partnership activities are made at forums to which all members are invited.

A.2. Purposes and Uses of Information

PFIE membership information will be used for the following purposes:

- To mail materials of interest to members;
- To conduct customer satisfaction surveys to try to improve member services; and
- To provide information about members to the Secretary's Regional Representatives (SRRs), so they can foster networking and attempt to build working relationships among the members in each region.

A.3. Improved Information Technology

In addition to paper forms, the PFIE form is available on the PFIE website, and can be completed on-line and submitted electronically in a few simple steps. The form also provides a facsimile number and mailing address for ED as alternate methods for submitting the information. Anyone can obtain the form by calling the 1-800 USA-LEARN toll-free telephone number.

A.4. Efforts to Identify Duplication

PFIE was started in 1994 to provide organizations with a consistent way to formalize their commitment to working partnerships with schools, with ED, and with each other. Membership information is collected only through the sign-on form.

A.5. Methods Used to Minimize Burden on Small Entities

Burden is minimal for all participants, and small entities are encouraged to participate. The PFIE sign-on form requires only about five minutes to complete. Members are not required to maintain records.

A.6. Consequences of Less Frequent Data Collection

PFIE participants are requested to complete the sign-on form once, when they join the Partnership.

A.7. Special Circumstances for Data Collection

Data collection will be conducted in a manner consistent with all guidelines described in 5 CFR 1320.

A.8. Compliance with 5 CFR 1320.8 (d)

The 60 day notice was published in the Federal Register on [____], 1998, on page [____]. A copy of this notice is enclosed as Exhibit 1. Comments received included: [_____]

A.9. Payments to Respondents

No payments or gifts will be provided to respondents.

A.10. Assurances of Confidentiality

Only the names of the organizations, the city, and the state are released to the public; no contact names, addresses or phone numbers are released.

Exhibit 1. Federal Register Notice

A.11. Justification for Questions of a Sensitive Nature

Questions included in the PFIE forms are not considered to be sensitive.

A.12. Estimates of Burden Hours

Table 1 shows estimates of total respondent burden for the PFIE sign-on form. The estimate of cost to respondents is limited to the time they spend filling out the requested information. Total costs to respondents, based on the estimated burden for respondents and on the estimated hourly rates, are shown in Table 1. We estimate approximately 800 new PFIE members per year, based on sign-on in recent years.

Table 1. Estimate of annual response burden					
Instrument	Number of respondents	Response time in minutes	Burden in hours	Estimated hourly rate	Total cost
PFIE Sign-On Form	800	5	66.7	\$10	\$677

A.13. Estimates of Annual Cost to Respondents

This information collection will not require respondents to maintain records. No equipment costs will be incurred by respondents.

A.14. Estimate of Annualized Cost to Federal Government

The information collection conducted through use of the PFIE form is estimated to cost the Federal government annually about \$1,000. This includes the cost of the information collection and the maintenance of the partner membership database.

A.15. Changes in Burden

This data collection involves an annual decrease in burden for ED of about 233 hours.

A.16. Time Schedule and Data Utilization

The PFIE form is available and may be submitted at any time throughout the year. The form is on the PFIE website and included in ED publications sent to organizations and individuals who are potential members of the Partnership. Information is collected for PFIE on a flow basis, as new participants submit completed form.

PFIE membership information will be used for the following purposes:

- To mail materials of interest to members;
- To conduct customer satisfaction surveys to improve member services; and
- To provide information about members to the Secretary's Regional Representatives (SRRs), so they can foster networking and attempt to build working relationships among the members in each region.

A.17. Approval Not to Display Expiration Date for OMB Approval

Not applicable. The expiration date for the OMB approval will be displayed on all the data collection instruments.

A.18. Exceptions to the Guidelines in 5 CFR 1320.9

No exceptions are requested for the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.